



## **New Steelcase Products Specifications**

Louisiana State University is interested in establishing a Brand Name Contract for the Steelcase Product line for a period of twelve months beginning on the date of award and ending January 31, 2007. At the option of the University and acceptance of the contractor, this contract may be extended for two (2) additional twelve month periods, at the same price, terms, and conditions. Contract is not to exceed 36 months.

Orders will be placed on an as needed basis in order to enhance or add to existing Steelcase items. Individual installations should not exceed \$50,000.00. The University reserves the right to solicit bids for installations greater than \$50,000. No specific amounts or quantities are guaranteed.

All prices and discounts are to include delivery to job site at LSU.

Net expenditures were approximately \$143,181.19 for the period March 2005 through February 2006. It is to be understood that the University will not be held responsible for purchasing any specified amount.

Where Steelcase product lines exist on both University and State of Louisiana contracts, the University shall purchase from that contract affording the deepest discount.

Successful bidder must maintain a design office in the Baton Rouge area or have a design representative in the area on a weekly basis when necessary or as requested by the University.

**METHOD OF AWARD:** Award will be based on a list purchase price less the quoted standard lead time discount plus the design charge plus the installation charges, if any.

Vendor is responsible for removal of all debris from campus when furniture is installed.

### **PRICE ADJUSTMENTS:**

The quoted prices of the balance of the line discounts and the catalog submitted shall remain fixed and firm throughout the term of the contract. During our renewal evaluation phase, a copy of the contractor's annual catalog must be submitted to LSU Purchasing for review and approval. The contractor's new catalog may be accepted, but pricing must continue to reflect the original discounts or better. Orders shall be invoiced at the contract prices in effect on the date of the purchase order.

The University reserves the right to rebid the contract or reject catalog updates that do not reflect competitive market pricing.

### **PRODUCT LINE CHANGES:**

The University acknowledges that product line offerings from a manufacturer may be expanded, discontinued and/or replaced during the term of the contract or subsequent renewal periods. The University may desire to purchase such additional or replacement offerings within any given furniture series/lines awarded under this contract; however, these items would not appear in the originally quoted and accepted Price List(s) [Name, Number and Date]. Replacement products must meet or exceed quality of discontinued products.

Changes to product line offerings may be reflected in the supplemental price list or a new price list from a manufacturer. The Vendor must propose supplemental or new price lists to the Office of Purchasing for consideration and approval, and the quoted (or adjusted) contract discounts shall apply. If approved, the supplemental or new price list will be used for pricing only new or replacement product line offerings. The originally awarded price list will be used for pricing existing and continuing product line offerings.

#### DELIVERY AND INSTALLATION:

The contractor shall initiate shipment from the factory within four (4) to six (6) weeks for standard lead time purchases and two (2) weeks for Quick Ship purchases from the date of order placement. Installation will proceed in a timely fashion with a deadline and a schedule mutually agreed to in writing by the department and the vendor.